

INTERAGENCY FOREIGN

SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST
Hanoi, Vietnam2. AGENCY
Department of State3a. POSITION NO.
A-562-693b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.
☒ Yes 72 positions ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position☒ c. Other (explain)CAJE
CAJE

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

Security Guard, FSN-710

2

[Signature]

12-14-04

b. Other

c. Proposed by Initiating Office

Security Guard, FSN-710

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. MISSION

U.S. Embassy Hanoi

b. Second Subdivision

a. First Subdivision

Regional Security Office

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION
See attached14. MAJOR DUTIES AND RESPONSIBILITIES
See attached

% OF TIME

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of secondary school.
- b. Prior Work Experience
Previous military, police or security work is desirable.
- c. Post Entry Training
Must be trained in the methods of screening persons, packages, and vehicles. Must be trained on basic guarding procedures and policies, access control and surveillance detection. Must be trained in the use and routine maintenance of sophisticated security equipment such as Itemiser III explosives detector, X-ray equipment, Walk through and hand held metal detectors. Must be trained in the use of fire fighting equipment. Must be trained on basic observation skills and report writing.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level 2 English ability. Level 4 Vietnamese ability.
- e. Knowledge
Knowledge of local guard program, guard orders, instructions and procedures. Knowledge of post organizations, offices, buildings, and residences. Basic knowledge of first aid, emergency drills, and fire fighting equipment. Knowledge of local law regarding arrest, detention, self-defence and the use of force. Knowledge of the methods and appropriate application of the use of force.
- f. Skills and Abilities
Must be able to deal with visiting members of the public in a courteous, respectful and firm manner. Must be able to follow instructions and be reliable in attendance and performance.

16. POSITION ELEMENTS

- a. Supervision Received
Under the direct supervision of the Guard Supervisor and the Senior Guard.
- b. Available Guidelines
Local guard orders. Oral and written instructions from supervisors.
- c. Exercise of Judgment
Operates independently at many posts. Must be able to exercise good judgment in response to routine and emergency situations.
- d. Authority to Make Commitments
None
- e. Nature, Level and Purpose of Contacts
Personal contact with employee in public, private sector at all levels to provide security.
- f. Supervision Exercised
None.
- g. Time Required to Perform Full Range of Duties after Entry into the Position
Three months.

Security Guard

13. BASIC FUNCTION OF POSITION

Performs security guard services at official USG facilities and residences to ensure the safety and security of personnel and facilities.

14. MAJOR DUTIES AND RESPONSIBILITIES

Performs guard service on a regular or rotating shift at a stationary or roving post to prevent entry of unauthorized persons into USG facilities and residences. Also, protects government properties from fire, damage or theft. Checks vehicles and persons desiring to enter government compounds/buildings for unauthorized or dangerous items. Performs other related duties as directed.

- Stands post outside and inside the building to prevent entry of unauthorized persons and detect hostile surveillance or suspicious persons or activities. In cooperation with local law enforcement, conducts initial interview of suspicious individuals and reports this information immediately to chain of command. Writes incident reports to chain of command 60%
- Screens all incoming visitors, mail and packages for any prohibited or dangerous items 10%
- Controls vehicular and pedestrian traffic in front of facilities to ensure all entrances remain unobstructed and that unauthorized vehicles do not park nearby. Assists vehicles exiting the compound by going out to the street to help act as traffic control. Screens vehicles for dangerous devices. 20%
- Responds to emergencies in accordance with guard orders to ensure the safety of personnel and visitors 10%